



Natural Resources Conservation Service  
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October 9, 2007

**PENNSYLVANIA BULLETIN NO. PA120-8-1**

**SUBJECT: ADS – PREVENTIVE MAINTENANCE INSPECTION (PMI) REPORTS**

**ACTION REQUIRED BY FIELD OFFICES TO TECHNICAL CENTERS: December 3, 2007**

**ACTION REQUIRED BY TECHNICAL CENTERS TO THE STATE OFFICE: December 10, 2007**

**Purpose.** To inform employees of the annual submission of Preventive Maintenance Inspection (PMI) Reports and inspection procedures.

**Expiration Date.** January 31, 2008.

General Manual, Title 120, Part 405, Section 405.23(b), requires all motor vehicles to be inspected annually.

Inspections are to be performed using standard Pennsylvania State Vehicle Inspection procedures. This is the same inspection required annually by the Commonwealth of Pennsylvania for privately owned vehicles except inspection stickers are not to be used for NRCS vehicles. Therefore, the cost of the inspection should be the standard inspection fee, minus the inspection sticker, as posted in the garage for sedans and pickup trucks.

All GSA-leased vehicles **ARE NOT** a part of this requirement. GSA vehicles are monitored by computer and inspection is scheduled on the basis of the vehicle's age, mileage, and maintenance history. NRCS State Office is notified as to when the inspection of the vehicle is required.

When acquiring inspection services of the NRCS vehicles and before any work begins, inform the inspecting mechanic that he/she is to perform the standard "State Inspection," with the exception of not attaching the inspection sticker. Provide the mechanic with a copy of the enclosed "Preventive Maintenance Inspection Report" and ask him/her to fill in the blanks in Sections II and III. Complete Section I yourself. **Also, inform the mechanic needed repairs are not to be started until he/she has received authorization.**

New vehicles are not to be inspected until they have been in service for at least one year, unless unusual circumstances (high mileage, accident damage, etc.) dictate the need for earlier inspection. At the time of inspection, each vehicle operator is to insure the vehicles has a first-aid kit, a body fluids barrier kit, and the accident reporting kit. If you feel other safety equipment is needed, discuss the matter with your supervisor.

Send the completed form to your Administrative Coordinator. Retain a copy for your files. Soils Offices and RC&D Offices will also send their reports to the Administrative Coordinator in their respective geographical areas.

All operators are reminded to adhere to the manufacturer's recommended maintenance schedule for their vehicle. The schedules will be found in either the Operator's Manual or the Maintenance Manual provided by the manufacturer. The manual was located in your vehicle's glove box at the time of delivery. Most manufacturers provide two maintenance schedules – Normal Service Schedule and Severe Service Schedule. Be familiar with the definition of each type of service and comply with the schedule that most nearly meets your vehicle's requirements.

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DIST: AO



The last communication received from PA Department of Transportation regarding the mandated requirement of emissions inspection indicated they are not set up for federally owned vehicles. This is because government vehicles do not have registration cards and these cards are needed for their processing procedure. Therefore, we will not be participating in the program until we are instructed to do so by PennDOT. We will keep you updated with the latest information as we receive it.

Field Offices should contact your Area Coordinator if you have any questions and/or concerns and Area Coordinators may contact Deb Eckley, Purchasing Agent at 717-237-2224.

/s/ Craig R. Derickson

CRAIG R. DERICKSON  
State Conservationist

Enclosure

**PREVENTIVE MAINTENANCE INSPECTION REPORT  
(AUTOMOTIVE VEHICLES ONLY)**

**SECTION I**

License No. \_\_\_\_\_ VIN \_\_\_\_\_

Location: \_\_\_\_\_ Principal Driver: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Body Type: \_\_\_\_\_ Inspection Mileage: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

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**SECTION II**

(Check one only)

Passed Inspection \_\_\_\_\_ Failed Inspection \_\_\_\_\_

(Note: Federal Vehicles **DO NOT PLACE AN INSPECTION STICKER IN THE WINDOW**, only safety inspection)

If vehicle failed, please provide an explanation of needed repairs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SECTION III**

Inspection Cost \$ \_\_\_\_\_ Time \_\_\_\_\_ (Hours)

Name of Garage \_\_\_\_\_

Mechanic's Signature \_\_\_\_\_